

18 December 2003

RECORD OF CHANGES		
Change Number/Topic/Chapter	Affected Pages	Effective Date
<i>P&I Note 97-01 change 2</i> <ul style="list-style-type: none"> DT Assist 	Addition of sample DT Assist MOA (chapter 5, sample 5-11, page 5-55) and sample DT Assist Letter of Observation (chapter 8, sample 8-8, page 8-95) Also see chapter 4, page 4-11, par. 407, and table 4-1, page 4-12	21 October 1997
<i>P&I Note 98-01</i> <ul style="list-style-type: none"> TEMP Part IV Limitations Guidance 	Chapter 5, page 5-39, sample Part IV OT&E Outline, Limitations	23 February 1998
<i>Policy Memorandum</i> <ul style="list-style-type: none"> Establishment and Use of Observation of Operational Capability 	Chapter 4, page 4-12, par. 410	4 September 1998
<i>P&I Note 98-02</i> <ul style="list-style-type: none"> Supervisory Evaluation Procedures for Remotely Located Civilian Personnel. 	This Note does not pertain to OT&E matters, and is not incorporated in the OTD Guide.	21 September 1998
<i>P&I Note 98-03</i> <ul style="list-style-type: none"> Y2K Guidance for Operational Test and Evaluation Documentation 	Chapters 5 and 6 -- Addition of Y2K COI examples	8 December 1998
<i>P&I Note 99-01</i> <ul style="list-style-type: none"> COMOPTEVFOR Modeling and Simulation Accreditation Documentation 	This Note is incorporated into COMOPTEVFORINST 5000.1, Use Of Modeling and Simulation (M&S) In Operational Testing	13 May 1999
<i>P&I Note 99-02</i> <ul style="list-style-type: none"> Advanced Concept Technology Demonstration (ACTD) Program Procedures 	Affected pages are: <ul style="list-style-type: none"> Chapter 1 - page 1-5, par. 104j(5) Chapter 4 - page 4-13, par. 410 Chapter 6 - page 6-3, par. 603c Chapter 8 - page 8-12, par 811 	8 July 1999
<i>P&I Note 99-03</i> <ul style="list-style-type: none"> COMOPTEVFOR Warfare Division Use of External Technical or Analytical Support Resources 		16 August 1999
<i>Minor word changes</i> <ul style="list-style-type: none"> Changes to letters and messages, per the Commander's preferences. 	Any letter or message that mentions a TEMP number/system (i.e., in the subject/reference/ enclosure lines) has been amended by the abbreviation "No." before the TEMP number, and the word "Program" following the system name. This impacts almost all of the OT&E document formats and the samples of those documents shown in chapters 2, 5, 6, 7, and 8.	20 October 1999
<i>P&I Note 00-1</i> <ul style="list-style-type: none"> Definitions for Deficiency Levels and COI Resolution 	This change implements four categories of deficiencies: severe, major, minor, and other. It includes: <ul style="list-style-type: none"> A new paragraph 805, Deciding the Deficiency Levels. Renumbering subsequent paragraph numbers 806 - 813. Changes in paragraphs 806-808, involving resolving COIs. Addition of the Baseline Deficiency Decision Tree, Page 8-97 	23 March 2000
<i>P&I Note 98-03</i> <ul style="list-style-type: none"> Y2K Guidance for Operational Test and Evaluation Documentation 	This P&I Note is rescinded, effective immediately. The Y2K COI examples in chapters 5 and 6 were removed.	21 April 2000
<i>Chapter 5</i> <ul style="list-style-type: none"> TEMP Forwarding Letter, signed with contingency. 	This letter is discontinued for general use. The Commander will entertain a contingent signature strictly on a case-by-case basis. Contact COMOPTEVFOR Code 01B	26 January 2001

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	for initial approval.	
<i>Chapter 5</i> <ul style="list-style-type: none"> TEMP Forwarding Letter, with no comments. 	This letter added a reference (b) (the TEMP) and modified paragraph 1 for clarity.	15 February 2001
<i>Chapter 7</i> <ul style="list-style-type: none"> Sample 7-2, Trusted Agent Form 	The COMOPTEVFOR Trusted Agent Form has been reworded to include nondisclosure of information.	13 April 2001
<i>Chapter 8</i> , Evaluation Reports	Incorporation of a new evaluation report format; deletion of letter report and summary report message formats.	18 April 2002
<i>Chapter 8</i> , Test Operations.	Revision of Anomaly Report Sample #1. Deletion of Anomaly Report Sample #2	14 May 2002
<i>Chapter 4</i> , Test and Evaluation Process	Correction: added paragraph 410, Observation of Operational Capabilities.	10 June 2002
<i>Chapter 8</i> , Evaluation Reports	Deletion of the Software Qualification Test (SQT) Message Report. SQTs are phases of OT&E and will use the standard 3-part report template	13 July 2002
<i>Chapter 8</i> <ul style="list-style-type: none"> Addition of new command in evaluation report format, and Q/L, QRA, VCD messages. 	In the report distribution appendix, and the INFO block in messages: Added Commander, Naval Network Warfare Command (COMNAVNETWARCOM). This applies to projects related to C4I only. Add them to test plan distribution if needed for that particular test plan.	15 August 2002
<i>Chapter 8</i> , Evaluation Reports <ul style="list-style-type: none"> Revision of classification markings and paragraph numbering in the OPTEVFOR evaluation report. 	This involves the cover, executive letter, and the enclosure. Call-outs were added to the cover (page 8-17) and letter (page 8-19) to explain where and when to add or delete information. Paragraph classification markings and numbering in the enclosure (beginning on page 8-29) were revised for clarification and correctness.	2 October 2002
<i>Changes in fleet commander's titles</i> <ul style="list-style-type: none"> from "CINC" to "COM." 	All references to "CINC" (CINCPACFLT, CINCLANTFLT, CINCUSNAVEUR) were changed to "COM" throughout the OTD Guide, except references to specific "CINC" instructions already in existence. Changes were in chapters 3, 6, 7, 8, and 9. This also necessitated changes to the QRA and VCD report format messages.	4 November 2002
<i>Chapter 3</i> , Resources <ul style="list-style-type: none"> In Table 3-5, Staffing Matrix/Signature Requirements <i>Chapter 8</i> , Evaluation Reports <ul style="list-style-type: none"> Changes in the report "Copy to" for all report formats. 	<ul style="list-style-type: none"> DT Assist Letter of Observation and the letter for Observation of Operational Capabilities shift from the ACOS' signature to the admiral's. Due to a SECNAV reorganization, the required "*** ASSTSECNAV RD&A (DASN(PPR))" has been changed to "*** ASSTSECNAV RD&A (DASN(RDT&E))." Also, "CG FMFLANT" and "CG FMFPAC" have been changed to "COMMARFORLANT" and "COMMARFORPAC." These changes have been made throughout all report examples in Chapter 8 and in the report formats where they appeared. 	8 January 2003
<ul style="list-style-type: none"> <i>Chapter 5</i>, Test and Evaluation Master Plan. 	Due to reorganizations at NAVSEA and SPAWAR, there were code changes to principal T&E points of contact where we send TEMPs and reports. <ul style="list-style-type: none"> Pages 5-15 (par. 508) and 5-22 (last bold note): Change in NAVSEA code from SEA-91T to SEA-63. Change in SPAWAR code from SPAWAR-00A-AR-3 to SPAWAR-053-4. 	14 January 2003

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<ul style="list-style-type: none"> Chapter 8, Evaluation Reports Final Evaluation Report, Enclosure format 	<ul style="list-style-type: none"> Page 8-63 (Distribution of Report appendix), same changes as above. Distribution of Report appendix, same changes as above. 	
Chapter 8, Evaluation Reports	<ul style="list-style-type: none"> Reporting “potential” in effectiveness and suitability conclusions in EOA/OA reports was abandoned. The major recommendation for an EOA/OA will be for continuing/not continuing program development. A separate, new EOE/OA report executive letter format was established, expanding on test results, major limitations to test, and major risk areas. The OPEVAL/FOT&E executive letter was also made separate.. The templates for these two executive letters have been changed and released. However, the draft P&I note and draft updated chapter 8 have not yet been reviewed and released by higher authority. Other chapters affected by “potential” calls being abandoned are: 4, 5, and 6. The changes to these are also included in the draft P&I note. 	July 2003
Chapter 3, Resources. <ul style="list-style-type: none"> Tables 3-1 and 3-2 deleted, tables 3-3 & 3-4 renumbered, all paragraphs renumbered. Table 3-5 updated and renumbered as table 3-3 Addition of Figure 3-2, The 5000 Acquisition Model (New Process) 	<ul style="list-style-type: none"> Beginning on page 3-1, tables 1 & 2 were outdated. Text in paragraph 301 now explains the locations of the OT&E Reference Library. On page 3-13, table 3-5 reflects the change in the signature requirements for the DT assist letter of observation. ACOSs will again sign this letter, with a brief to 00 as necessary. On page 3-31, the new DoD acquisition model is added. 	20 October 2003
Chapter 8, Evaluation Reports <ul style="list-style-type: none"> Per 00, paragraph 8 of the Quick- Look Report (the caveat concerning conclusions and recommendations) has been deleted. The corresponding paragraph in the Quick Look Report message format has also been deleted. 	<ul style="list-style-type: none"> Page 8-79 of chapter 8, sample 8-2, the Quick-Look Report message.. The Quick-Look Report message format 	6 November 2003
Chapter 4 (T & E Process), 5 (TEMPs), and 7 (Test Operations) <ul style="list-style-type: none"> Chapter 4 correction was made to DT Assist table for letter of observation signature. Addition of the TEMP forwarding letter signed with contingency. Minor word changes to 00’s letters to support units/ISICs. 	<ul style="list-style-type: none"> Chapter 4, page 12, table 4-1, 1st column, 4th row; deleted reference to VX squadron COs signing DT assist letters of observation. Chapter 5, page 26, sample 5-5; added TEMP forwarding letter, signed with contingency. Chapter 7, pages 3 & 12, sample numbers 7-3 (OT&E Support Letter, First Time) & 7-12 (Test Unit’s ISIC Letter) received minor word changes from the front office. 	18 December 2003

